

thority and approved in writing by the Personnel Officer. An employee may be hired at *the third (3rd)* increment of the grade up to the maximum increment of the grade if recommended and justified in writing by the appointing authority and approved in writing by the Personnel Officer, Director of Administration and County Executive.

(b) One (1) year from the effective date of his last in-grade increment increase, an employee in a pay grade below 16 (14PF) whose performance is satisfactory shall have his pay rate advanced to the next higher increment of the grade. Upon written justification by the appointing authority that an employee's performance is less than satisfactory, the Personnel Officer shall withhold this annual increase from such employee and initiate an investigation of the circumstances in each case. Upon consideration of such circumstances, the Personnel Officer may himself initiate an increase for the employee or recommend to the appointing authority appropriate corrective action. In any event, appropriate corrective action must be taken, or the pay increase must be approved, before eighteen (18) months has elapsed from the effective date of the employee's last in-grade increment increase. If corrective action is taken and the employee remains in the county service thereafter, he shall receive the increment increase at such time that the appointing authority determines that the employee's performance is satisfactory, but not later than three (3) months from the effective date of the corrective action. **NOTWITHSTANDING ANYTHING TO THE CONTRARY, UNDER UNUSUAL CIRCUMSTANCES UPON SUPERIOR PERFORMANCE ON THE PART OF AN EMPLOYEE, THE DEPARTMENT HEAD MAY RECOMMEND AN INCREASE SOONER THAN THE ANNUAL AUTOMATIC INCREMENT, BUT NOT SOONER THAN SIX (6) MONTHS FROM THE LAST INCREASE.**

(c) An employee in pay grade 16 (14PF) and above, may have his pay rate advanced to the next higher increment of the grade *not less than six (6) months* from the effective date of his last in-grade increment increase, upon recommendation in writing by the appointing authority and approval in writing by the Personnel Officer. In the event that such employee is not recommended by his appointing authority for advancement to the next in-grade increment within eighteen (18) months of the effective date of his last in-grade increment increase, the Personnel Officer shall investigate the circumstances of the employee's case and upon consideration of such circumstances may himself initiate an increase for the employee or recommend to the appointing authority appropriate *corrective* action. If *corrective* action is taken and the employee remains in county service thereafter, he shall receive the increment increase at such time that the appointing authority determines that the employee's performance is satisfactory, but no later than three (3) months from the effective date of the *corrective* action.

(d) When an employee is promoted from one position to another position of higher grade, the employee's new salary shall be the minimum increment of the higher grade, or that increment which provides a five (5) percent increase, whichever is higher.

(e) When a uniformed officer of the County Police or Fire Department is assigned by the appointing authority to a position classification of Police Services Officer (I and II), Police Officer (I-II-III) or Firefighter (I-II-III), the officer shall retain the same increment step in the pay range of the new assignment as the officer held in the former assignment.